



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, March 11, 2020

10:00 AM

Parks Conference Room
210 Martin Luther King, Jr. Blvd.
Room 108 (City-County Building)

CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, March 11, 2020 at the City-County Building, CCB Rm. 108. Chairperson Lamberty called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelli Lamberty, Eric Veum, Mark Kiesow, Scott Bavery, Kristin Brodowsky, Lt. Scott Kleinfeldt, Sgt. Andrew Hyatt, Meghan Blake-Horst, Matthew Scamardo, John Fahrney

Members Excused: Bill Pullman, Tom Mohr

Additional City Staff Present: Drew Beck, Poorna Shivakumar, Mary Lloyd, Jeremy Nash, Kelly Post

APPROVAL OF MINUTES

Motion made by Blake-Horst, seconded by Scamardo to Approve the Minutes.
Motion passed by voice vote/other.

PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the commission for any item on the agenda.

STREET USE PERMITS FOR SPECIAL EVENTS

1. [59603](#) RUN MADTOWN
Twilight 5K & 10K: Sat, May 23, 2020 / 3:00pm-10:00pm
Half Marathon: Sun, May 24, 2020 / 2:30am-2:30pm
Start/finish: Confluence at Library Mall
Routes/Closures: See attached
Discuss location, routes, schedule, set-up and activities.
Rickey Chernik / Race Day Events, LLC

Approved pending receipt of required documents & with the following

conditions:

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS ARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

BEFORE EVENT

COVID-19: Under order of Governor Tony Evers and Public Health Madison & Dane County, effective immediately and until further notice, all public and private gatherings of any number are prohibited in the State of Wisconsin as part of the Safer at Home Emergency Order. If these orders, or other event restrictions are still in place on the date(s) of your event, they supersede and invalidate this approved street use permit.

Certificate of insurance listing the City of Madison as additional insured is required. (If beer will be sold, this certificate must include liquor liability.)

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Patrick W. Heck - district2@cityofmadison.com, Michael Verveer - district4@cityofmadison.com, Shiva Bidar-Sielaff - district5@cityofmadison.com, Sally Rohrer - district8@cityofmadison.com, Zachary Henak - district10@cityofmadison.com, Tag Evers - district13@cityofmadison.com, Sheri Carter - district14@cityofmadison.com

Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Notify area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

This is a District event. Please contact Lt. Scott Kleinfeldt at skleinfeldt@cityofmadison.com to arrange for MPD staffing. There are charges for these services. Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event. Per MGO 10.056(7) (c), applicant agrees to pay such actual costs for services within 20 days of billing.

MPD Parking Enforcement will post signage and hood meters. Organizer agrees to pay all MPD costs associated with these tasks.

Vending: Organizer will furnish the Parks Office with a complete list of vendors prior to the event. You must provide each vendors name as well as their WI State Seller's Permit #.

Maintain wheelchair accessible pathway throughout event area.

EVENT DAY(S)

Approved contractor will barricade and cone the race route.

Traffic management plan as approved by TE and MPD-on file.

Twilight 5K & 10K participants are required to wear glow necklaces during the race.

4 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route).

City vendor licenses (except sidewalk cafes) are invalidated for this event.

Noise must be kept to a reasonable level at all times.

Banners and/or tresses crossing the street must be 14' high within the 20' emergency access lane.

Signage and staffing at event perimeter: "No Alcohol Beyond This Point".
20' emergency access lane must be maintained throughout event area.
8' pedestrian pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean-up.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

2. [59832](#)

ISTHMUS PADDLE & PORTAGE

Sat., June 20, 2020 / 5am - 11am

route: James Madison - Capitol Square - Law Park

see attached for route details

Annual canoe race

Discuss location, schedule and route

Katie Zamzow / Isthmus Publishing Co.

Approved pending receipt of required documents & with the following conditions:

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Certificate of insurance listing the City of Madison as additional insured is required.

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Patrick W Heck - district2@cityofmadison.com, Michael Verveer - district4@cityofmadison.com, Marsha A. Rummel - district6@cityofmadison.com

Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.

Special duty officer(s) with Supervisor required for event. Call 608-267-8676 to arrange. There are charges for these services.

Approved contractor will barricade and cone the race route.

MPD Parking Enforcement will post signage and hood meters. Organizer agrees to pay all MPD costs associated with these tasks.
Organizer will notify the non-competitive participants that they must abide by traffic signals along the route.

EVENT DAY(S)
Barricade placement as per plan on file with Traffic Engineering (TE).
Traffic management plan approved by TE and MPD to include the following.
Electric message board notification, staggered starts, MPD at critical intersections to stop participants and allow traffic to cross route.
Vehicles must be allowed through the event at various points through the route. Event staff will stop participants at each intersection in accordance with the traffic signals.

2 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route).
Event cannot displace licensed city vendors.
Noise must be kept to a reasonable level at all times.
20' emergency access lane must be maintained throughout event area.
No inflatables on City right-of-way.
No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT
Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean-up.
City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

3. [59828](#)

LIVE ON KING STREET
100 Block of King St
Fridays, Jun 26, Jul 17, July 24, Aug 7, Aug 28, & Sept 18, 2020
Set-up: 8:00am-6:00pm
Concert: 6:00pm-11:00pm
Tear-down: 11:00pm-2:00am
Annual concert series.
Discuss location, schedule, set-up and activities.
Heston Nicholas / FPC Live LLC

Approved pending receipt of required documents & with the following conditions:

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BEFORE EVENT

COVID-19: Under order of Governor Tony Evers and Public Health Madison & Dane County, effective immediately and until further notice, all public and private gatherings of any number are prohibited in the State of Wisconsin as part of the Safer at Home Emergency Order. If these orders, or other event restrictions are still in place on the date(s) of your event, they supersede and invalidate this approved street use permit.

Addendum and/or contract providing additional event details and conditions.
Capacity for the King St. concerts is 3,645 persons with additional safety conditions as per Addendum.

Certificate of insurance listing the City of Madison as additional insured is required. (If beer will be sold, this certificate must include liquor liability.) - on file.

Special Duty Police Officers will be coordinated with Central District staff 10 days prior to the scheduled event and will range from 2-6 or more depending on venue, talent on stage, projected crowd capacity, and surrounding events. There are charges for these services.

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com

Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.

Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

Maintain wheelchair accessible pathway throughout event area.

DURING EVENT

Barricade placement as per plan on file with Traffic Engineering (TE).

3 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

City vendor licenses are invalidated for this event. Outdoor cafes & other City licensed vendors must vacate the event perimeter area by 6:00pm, per special event resolution, legislative ID# 46998.

Noise must be kept to a reasonable level at all times.

Event requires staffing and signage indicating: **NO ALCOHOL BEYOND THIS POINT**

Detail of fencing on sidewalk, staffing to keep sidewalks clear. Must maintain 8' pedestrian pathway on sidewalks throughout the event area and provide public access and exit to open businesses on the 100 block of King St.

20' emergency access lane must be maintained throughout event area.

8' pedestrian pathway must be maintained on sidewalks throughout event area and provide public access and exit to open businesses.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

STREET USE APPLICATIONS FOR ROUTINE REQUESTS

4. [59859](#) FIFTY YEARS OF EARTH DAY
Sat. April 25, 2020 / 9:30am-2:30pm
No Closure: The Forum (30 on the Square)
Earth Day performance

Discuss schedule, activities, setup
Russell Bennett

Approved pending receipt of required documents & with the following conditions:

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BEFORE EVENT

No street closure, request for parking/sidewalk space only.

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com

Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcmf.org or 608-455-1999.

Maintain access to Metro stops.

Event cannot displace licensed city vendors.

Noise must be kept to a reasonable level at all times.

8' pedestrian pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

5. [59897](#)

RIDE THE DRIVE

Sunday, May 17, 2020, 8:30am - 4:00pm

John Nolen Dr. - see attached map for complete route

Request for parking at Law Park for handicap parking only

Annual family friendly Bike Event.

Discuss route, schedule and activities

Madison Parks / Tracey Hartley

Approved pending receipt of required documents & with the following conditions:

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BEFORE EVENT

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com, Tag Evers - district13@cityofmadison.com

Notification: Organizer must notify businesses and residents along the route at least 30 days prior to the event. Provide event information, including: location, date, schedule, activities, and day of contact info. for the event organizer.

This is a District event. There are charges for these services. Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event. Per MGO 10.056(7)(c), applicant agrees to pay such actual costs for services within 20 days of billing.

Traffic Engineering (TE) will provide traffic management plan and equipment.

Parking Utility/Enforcement will bag meters and post "No Parking" signs.

DURING EVENT

20' emergency access lane must be maintained throughout event area.

8' pedestrian pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

6. [59831](#)**CARS ON STATE**

Sat, June 6, 2020 - 8:00am - 4:00pm

100 - 600 blocks of State Street

Annual Classic Car Show.

Discuss location, schedule, set up and activities.

Cas Salas / Greater State Street Business Association

Approved pending receipt of required documents & with the following conditions:

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BEFORE EVENT

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Certificate of insurance listing the City of Madison as additional insured is required.

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact

information, location, date, schedule, activities, etc. Michael Verveer - district4@cityofmadison.com
Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

EVENT DAY(S)

Barricade placement as per plan on file with Traffic Engineering (TE).
5 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route).
City vendor licenses are invalidated for this event. Noise must be kept to a reasonable level at all times.
20' emergency access lane must be maintained throughout event area.
Must maintain 8' pedestrian pathway on sidewalks throughout the event area and provide public access and exit to open businesses.
No inflatables on City right-of-way.
No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean-up.
City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

7. [59846](#)

MADISON GOSPEL HEALTH FAIR 5K
Sat. July 18, 2020 / 6:30am-2pm
Start/Finish: Penn Park
See attached for route information
Run/Walk and Health Fair at Penn Park
Discuss route, schedule, setup
Uchenna Jones / Madison Gospel Foundation

Approved pending receipt of required documents & with the following conditions:

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Certificate of insurance listing the City of Madison as additional insured is required.

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Tag Evers - district13@cityofmadison.com, Sheri Carter - district14@cityofmadison.com

EVENT DAY(S)

Maintain access to Metro stops.

Noise must be kept to a reasonable level at all times.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean-up.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

8. [59847](#)**EKEN PARK FESTIVAL**

Sat. August 15, 2020 / 7am-9pm

closure: 700 block Mayer Ave.

Eken Park Neighborhood Association event

Discuss location, schedule and activities.

Kaitlin Sonsalla / Eken Park NA

Approved pending receipt of required documents & with the following conditions:

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Certificate of insurance listing the City of Madison as additional insured is required. (If beer will be sold, this certificate must include liquor liability.)

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Syed Abbas - district12@cityofmadison.com

Resident petition required.

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

Call Parking Utility at 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

EVENT DAY(S)

Barricade placement as per plan on file with Traffic Engineering (TE).

Signage and staffing at event perimeter: "No Alcohol Beyond This Point".

Noise must be kept to a reasonable level at all times.

20' emergency access lane must be maintained throughout event area.

8' pedestrian pathway must be maintained on sidewalks throughout event

area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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ADJOURNMENT

A motion was made by Blake-Horst, seconded by Scamardo, to Adjourn. The motion passed by voice vote/other.